

Appeals Process for CoC Allocations Decisions

The CoC has established requirements for the form and manner of submissions for appeals from organizations seeking CoC funding through the representative agency. Failure to follow the procedures or meet the deadlines established in this process may result in denial of the appeal.

1. Organizations

Who may appeal: Eligible applicant organizations that submitted a Letter of Intent to the CoC and met proposal submission requirements by the established deadline that were rejected or reduced by the El Paso CoC Board.

The applicant (*Appealing Party*) must provide evidence that demonstrates an error on the part of the CoC Board in rejecting or reducing the grant. Documentation submitted by the applicant must include:

- a. evidence from the application supporting the applicant's claim that the project application met eligibility and quality thresholds set forth NOFA;
- b. documentation that the application was improperly scored or ranked, or;
- c. evidence that the applicant believes the CoC Board failed to follow its selection priorities set forth in the NOFA which resulted in the project not being funded (e.g., selecting a lower-ranked similar project).

Not later than the fifth day after the Appealing Party has been notified of the CoC Board's decision, the Appealing Party must file a written appeal with the Executive Director of the El Paso Coalition for the Homeless. The written appeal must include specific information relating to the disposition of the application. The Appealing Party must specifically identify the grounds for the Appeal based on the disposition of the application. Upon receipt of an Appeal, staff shall prepare an Appeal file for the El Paso CoC Board Chair. The Chair of the CoC Board shall respond in writing to the Appeal not later than the tenth day after the receipt of the Appeal.

If the Appealing Party is not satisfied with the CoC Board Chair's response to the Appeal, they may appeal directly to the entire CoC Board within five days after the date of the CoC Board Chair's response. Appeal will be placed on the Board agenda. The CoC Board will review the Appeal and may consider any information properly considered by the CoC Board Chair in making its prior decision(s).

Appeals not submitted in accordance with this section will not be considered by the Board, unless the Board, in the exercise of its discretion, determines there is good cause to consider the appeal. The decisions of the Board are final.

Appeals must be addressed to the CoC Board Chair, Tim Gray and emailed to Camille Castillo at ccastillo.epch@elp.twcbc.com.